

Approved For

78-04718A000500030040-1

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Chief, Physical Security Division
Inspection and Security Staff

8 May 1950

Central Building Head Emergency Officer

Emergency Disaster Plan for Central Building

1. In accordance with your suggestion and as a result of our meeting of 3 May 1950 attended by representatives of the organizations occupying all floors of the Central Building, the undersigned has assumed the responsibility of acting as "Head Emergency Officer" for the Central Building in connection with the formulation and execution of the Central Building Emergency Disaster Plan. In this connection it is recommended, to eliminate possible doubt or confusion and to permit more effective coordination of the essentials of the emergency plan for the building, that the appropriate official designate in writing the undersigned as "Head Emergency Officer" for the Central Building.

2. Assistant emergency officers for the three floors of the Central Building have been designated and a preliminary discussion has been held with those representatives with respect to the activation of appropriate measures in the event of emergency or disaster. For your information the individuals discussed are listed as follows:

Basement

Emergency Officer -
Assistant Emergency Officer -

First Floor

Emergency Officer -
Assistant Emergency Officer -

Second Floor

Emergency Officer -
Assistant Emergency Officer -

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3. On 5 May 1950 a meeting of Traffic Officers of the three floors of the Central Building was held for the purpose of coordinating traffic and evacuation problems in the event of an emergency prior to the completion of written plans applicable to the three floors concerned. It will be necessary to have separate plans insofar as details are concerned for each floor since different problems are involved in each case. The final floor plans together with the overall building Disaster Plan should be in final form for your approval within two weeks.

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4. A number of questions or problems have been presented by the Floor Emergency Officers, their assistants and the Traffic Officers which will be discussed with you for the purposes of clarification and appropriate coordination. As new problems arise they will be discussed with you in the event that overall matters of procedure or policy with respect to the Disaster Plan are involved.

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KIEW/vlb

cc: Executive

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Signer's copy

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